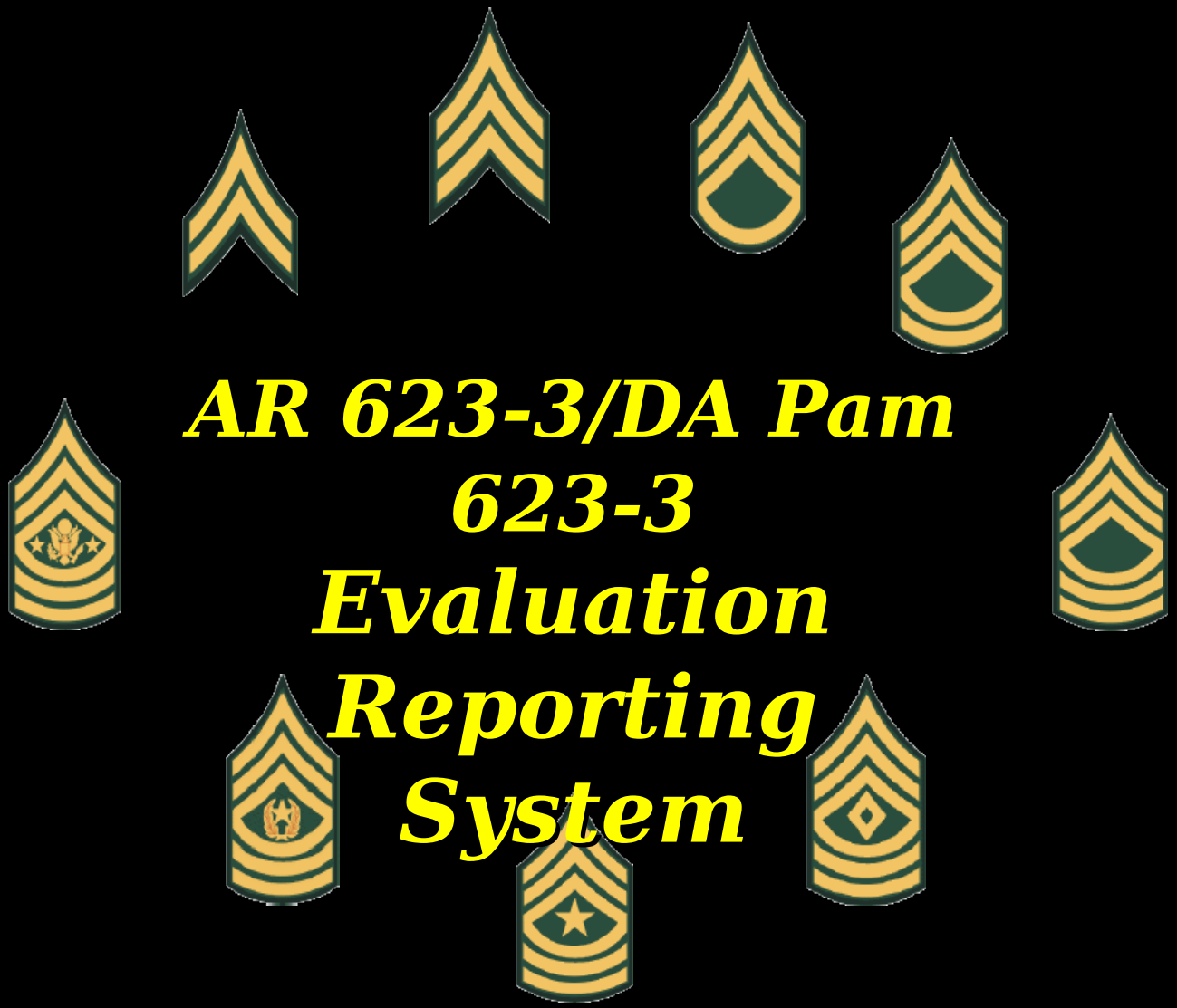
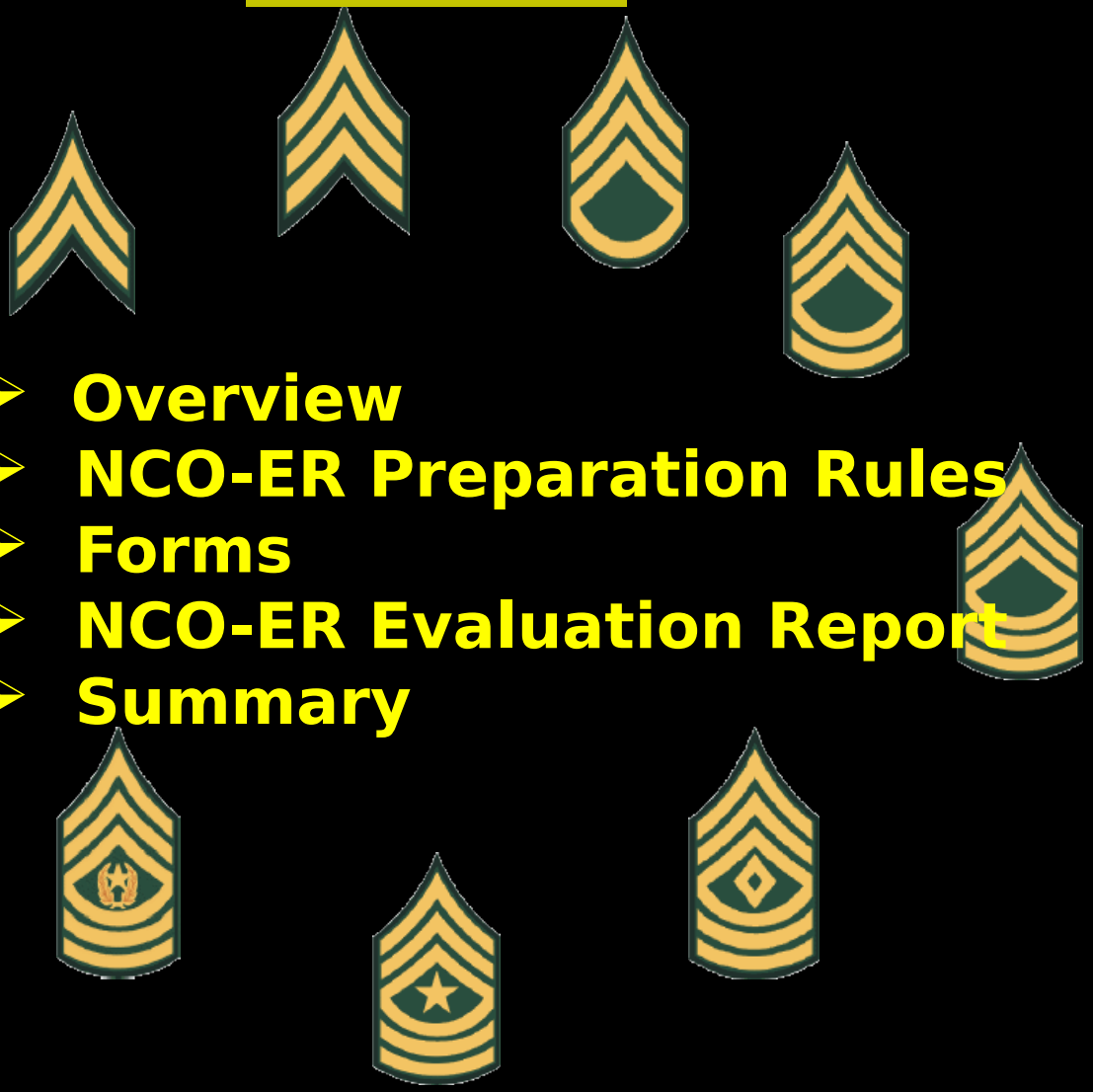


AR 623-3/DA Pam 623-3 Evaluation Reporting System

References: AR 623-3, Evaluation Reporting System / DA Pam 623-3 (OCT 2011)

Outline



- Overview
- NCO-ER Preparation Rules
- Forms
- NCO-ER Evaluation Report
- Summary

NCO-ER - Overview

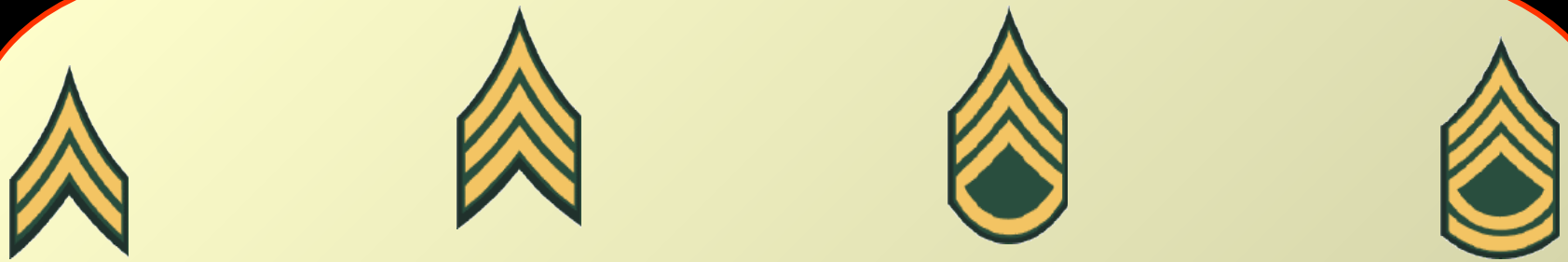
NCO-ER is designed to:

- Strengthen the ability of the NCO Corps to meet professional challenges of the future through indoctrination of Army Values and basic NCO responsibilities.

- Ensure the selection of the best qualified noncommissioned officers to serve in positions of increasing responsibilities.

- Contribute to Army-wide improved performance and professional development by increased emphasis on performance counseling.

- Provide NCOs with recognition of their performance, values and personal traits



A single report *<u>should not</u>*, by itself, determine an NCOs Career. An appraisal philosophy that recognizes continuous professional development and growth (rather than one that demands immediate, uncompromising perfection) best serves The Army and the NCO.

NCO-ER PREPARATION RULES

- NCO-ERs will be typed, on the latest version which is version 6 or later 12 point font size for computers.

- Most commonly accepted fonts for electronically generated forms are Courier, CG Times, or Times New Roman.

- Bolding, italic, and compressed typeface or spacing will not be used.

- Electronically generated DA Form 2166-8 series forms that are authorized are the forms designed/distributed by the US Army Publishing Agency.

The NCO Evaluation Report consist of five parts:

- Part I – Administrative Data
- Part II – Authentication
- Part III – Duty Description
- Part IV – ARMY Values/Attributes/Skills/A
- Part V – Overall Performance and Poten

NCO EVALUATION REPORT

For use of this form, see AR 623-3 ; the proponent agency is DCS, G-1.

FOR OFFICIAL USE ONLY (FOUO)
SEE PRIVACY ACT STATEMENT
IN AR 623-3.

PART I - ADMINISTRATIVE DATA

a. NAME (Last, First, Middle Initial)	b. SSN	c. RANK	d. DATE OF RANK	e. PMOSC
BUCK, GEORGE G	999-99-9999	MSG	19990501	92Y52SG10

f.1. UNIT ORG. STATION ZIP CODE OR APO	f.2. STATUS CODE	g. REASON FOR SUBMISSION
HHC, Special Troops Battalion, 13th COSCOM, Ft. Hood, TX 76544 FORSCOM		02|Annual

h. PERIOD COVERED FROM (Year Month Day)	h. PERIOD COVERED THRU (Year Month Day)	i. RATED MONTHS	j. NON-RATED CODES	k. NO. OF ENCL	l. RATED NCO'S AKO EMAIL ADDRESS (.gov or .mil)	m. UIC	n. CMD CODE	o. PSB CODE
20030701	20040630	12			george.g.buck007@us.army.mil	W6ED24	UZ	UA01

PART II - AUTHENTICATION

a. NAME OF RATER (Last, First, Middle Initial)	SSN		DATE
SCOTT, THOMAS D	123-45-6789		

RANK	PMOSC/BRANCH	ORGANIZATION	DUTY ASSIGNMENT	RATER'S AKO EMAIL ADDRESS (.gov or .mil)
LTC	AC	Army Contracting Agency	BN Commander	thomas.d.scott123@us.army.mil

b. NAME OF SENIOR RATER (Last, First, Middle Initial)	SSN		DATE
JONES, WILLIAM A	234-56-7890		

RANK	PMOSC/BRANCH	ORGANIZATION	DUTY ASSIGNMENT	SENIOR RATER'S AKO EMAIL ADDRESS (.gov or .mil)
GS15		Army Contracting Agency	Acting Director	bill.jones100@us.army.mil

c. NAME OF REVIEWER (Last, First, Middle Initial)	SSN		DATE
SMITH, VIRGINIA	456-78-9123		

RANK	PMOSC/BRANCH	ORGANIZATION	DUTY ASSIGNMENT	REVIEWER'S AKO EMAIL ADDRESS (.gov or .mil)
COL	AG	Army Contracting Agency	BDE Commander	virginia.smith58@us.army.mil

d. [X] CONCUR WITH RATER AND SENIOR RATER EVALUATIONS [ ] NONCONCUR WITH RATER AND/OR SENIOR RATER EVAL (See attached comments)

e. RATED NCO: I understand my signature does not constitute agreement or disagreement with the evaluations of the rater and senior rater. I further understand my signature verifies that the administrative data in Part I, the rating officials in Part II, the duty description to include the counseling dates in Part III, and the APFT and height/weight entries in Part IVc are correct. I have seen the completed report. I am aware of the appeals process of AR 623-X.

DATE

PART III - DUTY DESCRIPTION (Rater)

a. PRINCIPAL DUTY TITLE: Contracting Command NCOIC

b. DUTY MOSC: 92Y50G1

c. DAILY DUTIES AND SCOPE (To include, as appropriate, people, equipment, facilities and dollars)

(SEE DA PAM 623-3, PARA 3-6)

d. AREAS OF SPECIAL EMPHASIS

(SEE DA PAM 623-3, PARA 3-6)

e. APPOINTED DUTIES

(SEE DA PAM 623-3, PARA 3-6)

f. COUNSELING DATES	INITIAL	LATER	LATER	LATER
	20030730	20031015	20040101	20040419

PART IV - ARMY VALUES/ATTRIBUTES/SKILLS/ACTIONS (Rater)

a. ARMY VALUES. Check either "YES" or "NO" (Comments are mandatory for "No" entries, optional for "Yes" entries.)	YES	NO
1. LOYALTY: Bears true faith and allegiance to the U. S. Constitution, the Army, the unit, and other soldiers.	X	
2. DUTY: Fulfills their obligations.	X	
3. RESPECT/EO/EEO: Treats people as they should be treated.	X	
4. SELFLESS-SERVICE: Puts the welfare of the nation, the Army, and subordinates before their own.	X	
5. HONOR: Lives up to all the Army values.	X	
6. INTEGRITY: Does what is right - legally and morally.	X	
7. PERSONAL COURAGE: Faces fear, danger, or adversity (physical and moral).	X	

V — Loyalty, Duty, Respect, Selfless-Service
A
L
U
E — Honor, Integrity, Personal Courage
S

Bullet comments

(SEE DA PAM 623-3, PARA 3-7)

RATED NCO'S NAME (Last, First, Middle initial)	SSN	THRU DATE
+ BUCK, GEORGE G	999-99-9999	20040630 +

PART IV (Rater) - VALUES/NCO RESPONSIBILITIES

Bullet comments are mandatory. Substantive bullet comments are required for "EXCELLENCE" or "NEEDS IMPROVEMENT."

b. COMPETENCE o Duty proficiency; MOS competency o Technical & tactical; knowledge, skills, and abilities o Sound judgment o Seeking self-improvement; always learning o Accomplishing tasks to the fullest capacity; committed to excellence **EXCELLENCE** (Exceeds std) **SUCCESS** (Meets std) **NEEDS IMPROVEMENT** (Some) (Much) X	(SEE DA PAM 623-3, PARA 3-7)
c. PHYSICAL FITNESS & MILITARY BEARING o Mental and physical toughness o Endurance and stamina to go the distance o Displaying confidence and enthusiasm; looks like a soldier **EXCELLENCE** (Exceeds std) **SUCCESS** (Meets std) **NEEDS IMPROVEMENT** (Some) (Much) X	APFT PASS 20031215 HEIGHT/WEIGHT 70 / 168 Yes (SEE DA PAM 623-3, PARA 3-7)
d. LEADERSHIP o Mission first o Genuine concern for soldiers o Instilling the spirit to achieve and win o Setting the example; Be, Know, Do **EXCELLENCE** (Exceeds std) **SUCCESS** (Meets std) **NEEDS IMPROVEMENT** (Some) (Much) X	(SEE DA PAM 623-3, PARA 3-7)
e. TRAINING o Individual and team o Mission focused; performance oriented o Teaching soldiers how; common tasks, duty-related skills o Sharing knowledge and experience to fight, survive and win **EXCELLENCE** (Exceeds std) **SUCCESS** (Meets std) **NEEDS IMPROVEMENT** (Some) (Much) X	(SEE DA PAM 623-3, PARA 3-7)
f. RESPONSIBILITY & ACCOUNTABILITY o Care and maintenance of equipment/facilities o Soldier and equipment safety o Conservation of supplies and funds o Encouraging soldiers to learn and grow o Responsible for good, bad, right & wrong **EXCELLENCE** (Exceeds std) **SUCCESS** (Meets std) **NEEDS IMPROVEMENT** (Some) (Much) X	(SEE DA PAM 623-3, PARA 3-7)

PART V - OVERALL PERFORMANCE AND POTENTIAL

a. RATER. Overall potential for promotion and/or service in positions of greater responsibility. AMONG THE BEST / FULLY CAPABLE / MARGINAL X	e. SENIOR RATER BULLET COMMENTS (SEE DA PAM 623-3, PARA 3-8)
b. RATER. List 3 positions in which the rated NCO could best serve the Army at his/her current or next higher grade. (SEE DA PAM 623-3, PARA 3-8)	

c. SENIOR RATER. Overall performance + X 1 2 3 Successful 4 Fair 5 Poor	d. SENIOR RATER. Overall potential for promotion and/or service in positions of greater responsibility. X 1 2 3 Superior 4 Fair 5 Poor

Part I - Administrative Data

Rank

- Use three letter abbreviation for rank (i.e. **SGT, SSG, SFC**)
- If the rated NCO is frocked enter the rank, date of rank, and PMOSC held prior to frocking action.
- In addition to the NCOs rank, enter the appropriate frocked rank in parentheses immediately following the rank (i.e.. SFC (1SG) or MSG (SGM))

FOR OFFICIAL USE ONLY (FOUO)
SEE PRIVACY ACT STATEMENT
IN AR 623-3.

PART I - ADMINISTRATIVE DATA

a. NAME (Last, First, Middle Initial)	b. SSN	c. RANK	d. DATE OF RANK	e. PMOSC
BUCK, GEORGE G	999-99-9999	MSG	19990501	92Y52SG10

f.1. UNIT ORG. STATION ZIP CODE OR APO	f.2. STATUS CODE	g. REASON FOR SUBMISSION
HHC, Special Troops Battalion, 13th COSCOM, Ft. Hood, TX 76544 FORSCOM		02|Annual

h. PERIOD COVERED FROM (Year Month Day)	h. PERIOD COVERED THRU (Year Month Day)	i. RATED MONTHS	j. NON-RATED CODES	k. NO. OF ENCL	l. RATED NCO'S AKO EMAIL ADDRESS (.gov or .mil)	m. UIC	n. CMD CODE	o. PSB CODE
20030701	20040630	12			george.g.buck007@us.army.mil	W6ED24	UZ	UA01

Name

Last, First, MI, Suffix (ALL CAPS) ie **DOE, JOHN E.**

Social Security Number

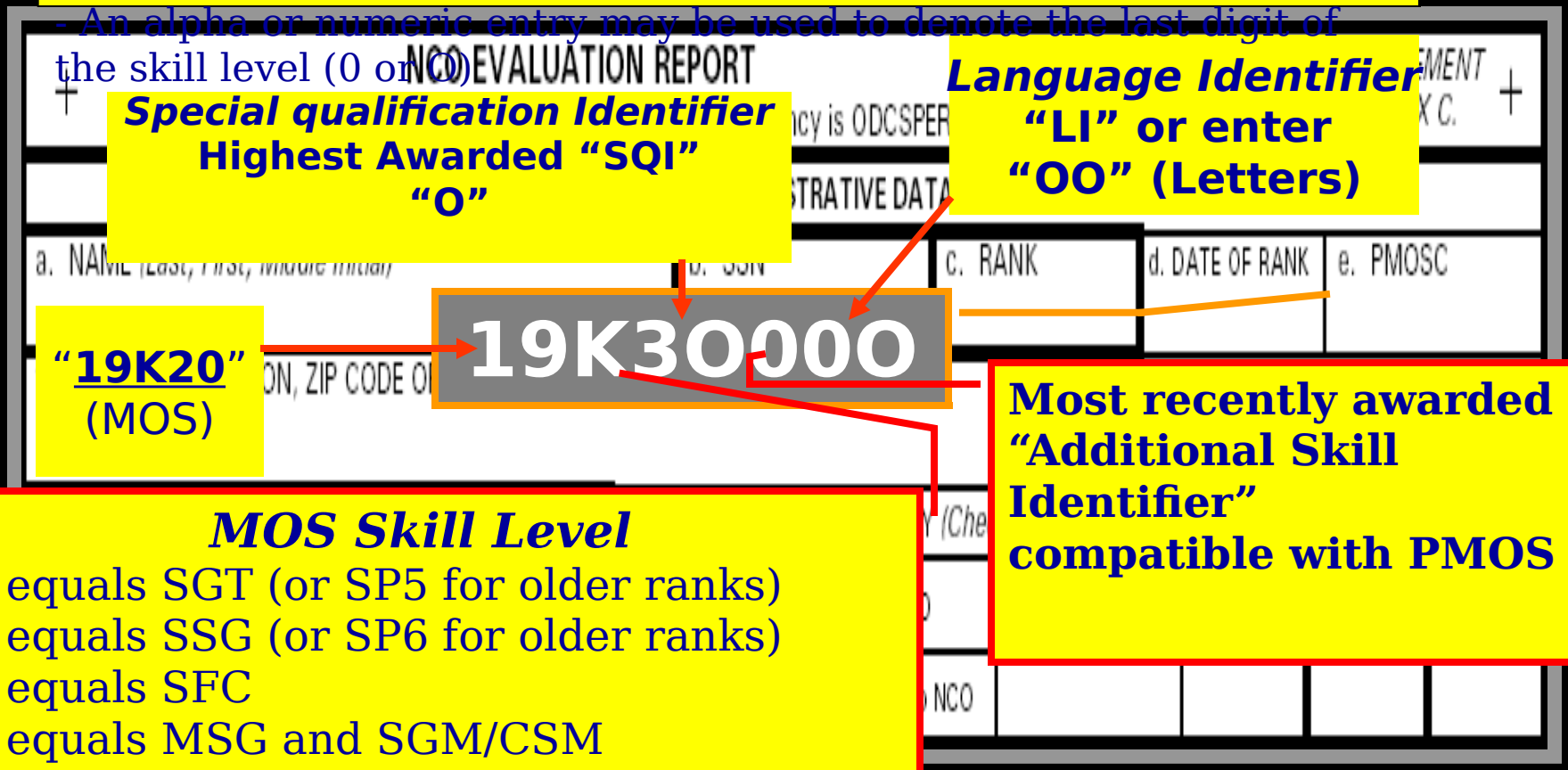
(9 Digit **XXX-XX-XXXX**)

Date of Rank

- use (**YYYYMMDD**) format
- If frocked enter the date of rank for the rank held prior to the frocking action

PMOSC

- Enter up to nine digits of the primary MOS code (i.e. 25W4O, 42A5MA3, and 18Z5PW9LA)
If an NCO does not possess an ASI or LI, only a 5 digit MOS is entered
- An alpha or numeric entry may be used to denote the last digit of the skill level (0 or O)



Special qualification Identifier
Highest Awarded "SQI"
"O"

Language Identifier
"LI" or enter
"OO" (Letters)

"**19K20**"
(MOS)

Most recently awarded "Additional Skill Identifier" compatible with PMOS

MOS Skill Level

20 equals SGT (or SP5 for older ranks)
30 equals SSG (or SP6 for older ranks)
40 equals SFC
50 equals MSG and SGM/CSM

Part I, Administrative Data Cont.

Reason For Submission

- Enter Code in left hand portion
- Type the report title in right hand portion of the block.

NCO EVALUATION REPORT

For use of this form, see AR 623-3 ; the proponent agency is DCS, G-1.

FOR OFFICIAL USE ONLY (FOUO)
SEE PRIVACY ACT STATEMENT IN AR 623-3.

PART I - ADMINISTRATIVE DATA

a. NAME (Last, First, Middle Initial)	b. SSN	c. RANK	d. DATE OF RANK	e. PMOSC
BUCK, GEORGE G	999-99-9999	MSG	19990501	92Y52SG10

f.1. UNIT ORG. STATION ZIP CODE OR APO	f.2. STATUS CODE	g. REASON FOR SUBMISSION
HHC Special Troops Battalion, 13th COSCOM, Ft. Hood, TX 76544 FORSCOM		02/Annual

h. PERIOD COVERED FROM (Year Month Day)	h. PERIOD COVERED THRU (Year Month Day)	i. RATED MONTHS	j. NON-RATED CODES	k. NO. OF ENCL	l. RATED NCO'S AKO EMAIL ADDRESS (.gov or .mil)	m. UIC	n. CMD CODE	o. PSB CODE
20030701	20040630	12			george.g.buck007@us.army.mil	W6ED24	UZ	UA01

Unit, Org., Station, Zip Code or APO, USAR Status Code

-Enter data in the order listed on the form

-Ie **C TRP, 1/16TH CAV REGT, FT KNOX, KY 40121-5108**

TRADOC

"Example of Common Codes"
02 – Annual
03 – Change of Rater
09 – Complete the Record
(see Table 3-6, pg 44, DA Pam 623-3 for detailed list)

Reason for Submission Codes

Table 3–6
Codes and reasons for submission

Codes	Reason	Entered on Report
01	First (Does not apply to Active Army, see AR 623–3)	"First"
02	Annual report	"Annual"
03	Change of Rater	"Change of Rater"
05	Relief for cause	"Relief for cause"
06	Depart Temporary Duty, Temporary Change of Station, Special Duty	"Depart TDY"
07	60 day Option report	"60 day opt"
08	Senior Rater Option	"SR–Option"
09	Complete the Record	"Complete Rec"
10	Extended annual	"Ext annual"
12	Relief from ADT, ADSW, AT, TTAD or CO–TTAD (applies to Reserve Components only)	"REFRAD" Only used for USAR and NGB reports.

Part I, Administrative Data Cont.

Period Covered

- enter the From date (**YYYYMMDD**)

- enter the Thru date which is the end date of the event causing the report (**YYYYMMDD**)

- an NCOs first report begins on the effective date of promotion to Sergeant, reversion to NCO status after serving as a commissioned or warrant officer for 12 months or more, or reentry on active duty after a break in service of 12 months or more

FOR OFFICIAL USE ONLY (FOUO)
SEE PRIVACY ACT STATEMENT
IN AR 623-3.

a. NAME (Last, Firs			d. DATE OF RANK	e. PMOSC
BUCK, GEORG			19990501	92Y52SG10

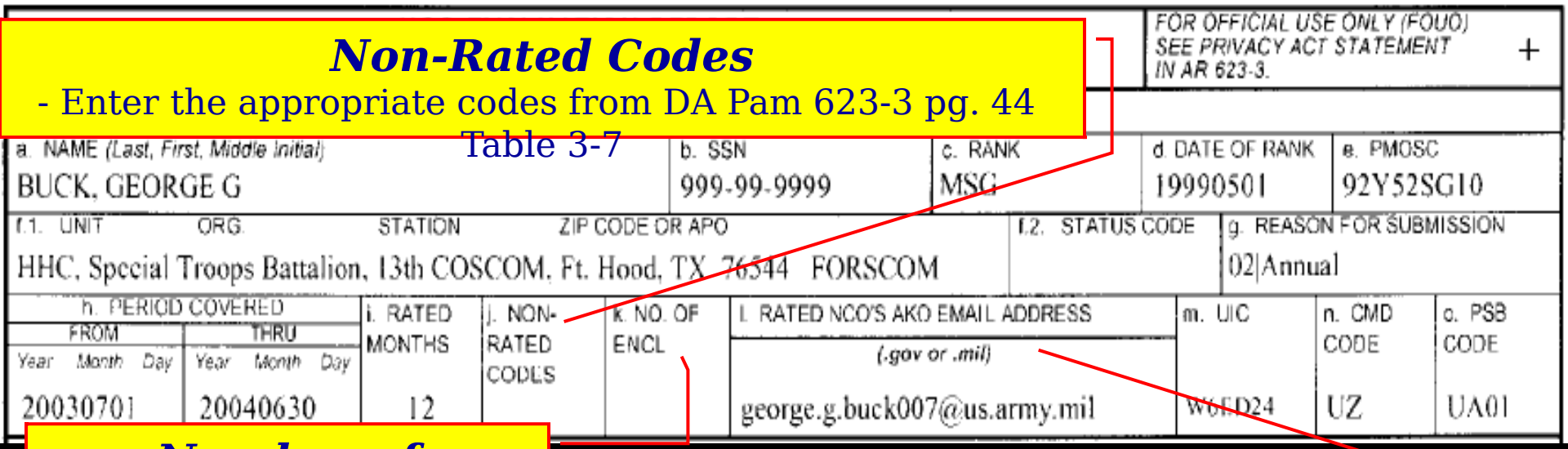
f.1. UNIT	TUS CODE	g. REASON FOR SUBMISSION
HHC, Special T		02|Annual

h. PERIOD COVERED FROM (Year Month Day)	THRU (Year Month Day)	i. RATED MONTHS	j. NON-RATED CODES	k. NO. OF ENCL	l. RATED NCO'S AKO EMAIL ADDRESS (.gov or .mil)	m. UIC	n. CMD CODE	o. PSB CODE
20030701	20040630	12			george.g.buck007@us.army.mil	W6ED24	UZ	UA01

Rated Months

- The number of rated months is computed by dividing the basic rating period by 30. Don't use the "period covered" by the report, subtract all non rated time. If 15 or more days are left after dividing by 30, they will be counted as a whole month. (i.e. 130 days is 4 months and 10 days and is entered as 4 months: 140 days is 4 months and 20 days and is entered as 5 months)

Part I, Administrative Data Cont.



FOR OFFICIAL USE ONLY (FOUO)
SEE PRIVACY ACT STATEMENT
IN AR 623-3.

a. NAME (Last, First, Middle Initial)	b. SSN	c. RANK	d. DATE OF RANK	e. PMOSC
BUCK, GEORGE G	999-99-9999	MSG	19990501	92Y52SG10

f.1. UNIT ORG. STATION ZIP CODE OR APO	f.2. STATUS CODE	g. REASON FOR SUBMISSION
HHC, Special Troops Battalion, 13th COSCOM, Ft. Hood, TX 76544 FORSCOM		02|Annual

h. PERIOD COVERED FROM (Year Month Day)	h. PERIOD COVERED THRU (Year Month Day)	i. RATED MONTHS	j. NON-RATED CODES	k. NO. OF ENCL	l. RATED NCO'S AKO EMAIL ADDRESS (.gov or .mil)	m. UIC	n. CMD CODE	o. PSB CODE
20030701	20040630	12			george.g.buck007@us.army.mil	W6FD24	UZ	UA01

Non-Rated Codes

- Enter the appropriate codes from DA Pam 623-3 pg. 44 Table 3-7

Number of Enclosures

- enter number of enclosures.

If none enter 0 (number)

Enclosures can be:

-Non concurrence memo

- 30 Day waiver

- relief for cause for non Army rating officials

Rated NCOs AKO e-mail address

-Must be either a .gov account

-Must use entire e-mail address

Reason Codes for Non Rated Time

Table 3–7
Reason codes for non-rated time

Codes	Reason
A	AWOL/Desertion/unsatisfactory participant based on AR 135–91
C	Confinement in military or civilian detention facility, assignment to military personnel control facility or assignment to correctional training facility
D	Temporary disability retirement list (TDRL)
E	Leave in excess of 30 days
F	Under arrest
I	In transit between duty stations, including leave, permissive temporary duty (PTDY), and temporary duty (TDY)
M	Missing in Action
P	Patient (including convalescent leave)
Q	Lack of rater qualification
R	New recruiter program
S	Student at military or civilian school
T	On TDY/Special Duty (SD)/Temporary Change of Station (TCS) less than 90 calendar days
W	Prisoner of War
X	Inactive National Guard or Standby Reserve (inactive list)
Z	None of the above

Part I, Administrative Data Cont.

Command Code

-Enter CMD Code (**TC**)

Unit Identification Code

- Enter UIC (ie **W1DXC1**)

NCO EVALUATION REPORT

For use of this form, see AR 623-3; the proponent agency is DCS, G-1

FOR OFFICIAL USE ONLY (FOUO)
SEE PRIVACY ACT STATEMENT
AR 623-3.

a. NAME (Last, First, Middle Initial)			TE OF RANK	e. PMOSC
BUCK, GEORGE G	999-99-9999	MSG	1999050[illegible]	92Y52SG10

f.1. UNIT ORG. STATION ZIP CODE OR APO	f.2. STATUS CODE	g. REASON FOR SUBMISSION
HHC, Special Troops Battalion, 13th COSCOM, Ft. Hood, TX 76544 FORSCOM		02 Annual

h. PERIOD COVERED FROM (Year Month Day)	h. PERIOD COVERED THRU (Year Month Day)	i. RATED MONTHS	j. NON-RATED CODES	k. NO. OF ENCL	l. RATED NCO'S AKO EMAIL ADDRESS (.gov or .mil)	m. UIC	n. CMD CODE	o. PSB CODE
20030701	20040630	12			george.g.buck007@us.army.mil	W6ED24	UZ	UA01

PSB Code

- Enter four character alphanumeric PSB code of the rated NCOs servicing Administrative Office (**TD02**)

Part II - Authentication

- Part II is for authentication by the rated NCO and rating officials after they have completed their portions of the form at the end of the rating period.
- NCO-ER may be signed 14 days prior to the “thru” date
- Report will not be forwarded to HQDA until the “thru” date
- Reviewer’s signature and date can’t be before the rater’s or senior rater’s
- Senior rater’s signature and date can’t be before the rater’s
- Rated Soldier may not sign or date the report before the rater, senior rater, or reviewer

Part II - Authentication

Rater, Senior Rater, Reviewer
- Name entered: LAST, FIRST, MI, SUFFIX (**ALL CAPS**)

PART II - AUTHENTICATION

a. NAME OF RATER *(Last, First, Middle Initial)*			SSN		DATE
SCOTT, THOMAS D			123-45-6789		
RANK	PMOSC/BRANCH	ORGANIZATION	DUTY ASSIGNMENT	RATER'S AKO EMAIL ADDRESS *(.gov or .mil)*	
LTC	AC	Army Contracting Agency	BN Commander	thomas.d.scott123@us.army.mil	
b. NAME OF SENIOR RATER *(Last, First, Middle Initial)*			SSN		DATE
JONES, WILLIAM A			234-56-7890		
RANK	PMOSC/BRANCH	ORGANIZATION	DUTY ASSIGNMENT	SENIOR RATER'S AKO EMAIL ADDRESS *(.gov or .mil)*	
GS15		Army Contracting Agency	Acting Director	bill.jones100@us.army.mil	
c. NAME OF REVIEWER *(Last, First, Middle Initial)*			SSN		DATE
SMITH, VIRGINIA			456-78-9123		
RANK	PMOSC/BRANCH	ORGANIZATION	DUTY ASSIGNMENT	REVIEWER'S AKO EMAIL ADDRESS *(.gov or .mil)*	
COL	AG	Army Contracting Agency	BDE Commander	virginia.smith58@us.army.mil	

d. X CONCUR WITH RATER AND SENIOR RATER EVALUATIONS NONCONCUR WITH RATER AND/OR SENIOR RATER EVAL *(See attached comments)*

e. RATED NCO: I understand my signature does not constitute agreement or disagreement with the evaluations of the rater and senior rater. I further understand my signature verifies that the administrative data in Part I, the rating officials in Part II, the duty description to include the counseling dates in Part III, and the APFT and height/weight entries in Part IVc are correct. I have seen the completed report. I am aware of the appeals process of AR 623-X. DATE

Rater, Senior Rater, Reviewer
- SSN entered using 9 digits (XXX-XX-XXXX)

Part II – Authentication (Cont.)

PMOSC/Branch
-PMOSC used for enlisted 5, 7, 9 Characters **19K30**
-Branch used for officer **AR**

Duty Assignment
- Position of rating official

PART II - AUTHENTICATION

a. NAME OF RATER (Last, First, Middle Initial)	SSN		DATE
SCOTT, THOMAS D	123-45-6789		

RANK	PMOSC/BRANCH	ORGANIZATION	DUTY ASSIGNMENT	RATER'S AKO EMAIL ADDRESS (.gov or .mil)
LTC	AC	Army Contracting Agency	BN Commander	thomas.d.scott123@us.army.mil

b. NAME OF SENIOR RATER (Last, First, Middle Initial)	SSN		DATE
JONES, WILLIAM A	234-56-7890		

RANK	PMOSC/BRANCH	ORGANIZATION	DUTY ASSIGNMENT	SENIOR RATER'S AKO EMAIL ADDRESS (.gov or .mil)
GS15		Army Contracting Agency	Acting Director	bill.jones100@us.army.mil

c. NAME OF REVIEWER (Last, First, Middle Initial)	SSN		DATE
SMITH	456-78-9123		

RANK			DUTY ASSIGNMENT	REVIEWER'S AKO EMAIL ADDRESS (.gov or .mil)
COL			RDE Commander	virginia.smith58@us.army.mil

d. X CONCUR WITH RATER AND SENIOR RATER EVALUATIONS ... EVAL (See attached comments)

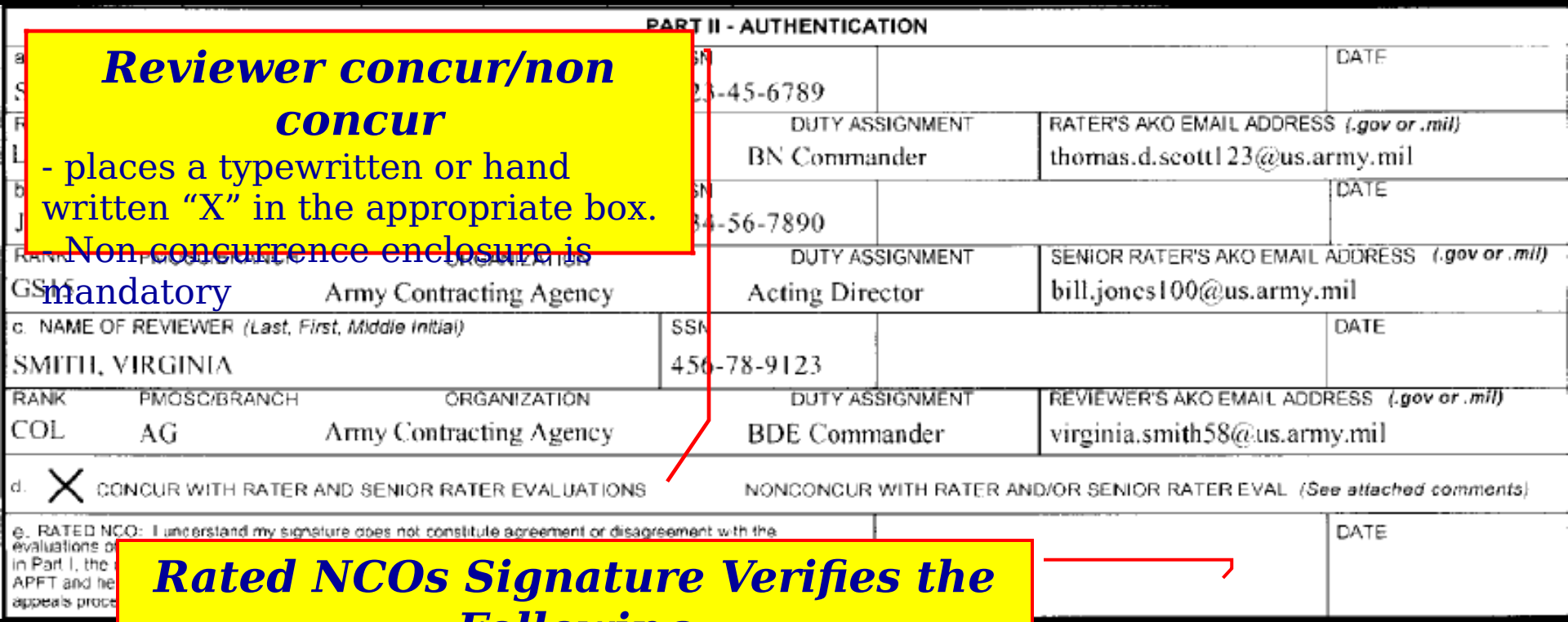
e. RATED NCO: I understand my signature does not constitute agreement or disa... evaluations of the rater and senior rater. I further understand my signature verifies ... in Part I, the rating officials in Part II, the duty description to include the counselin... APFT and height/weight entries in Part IVc are correct. I have seen the complete... appeals process of AR 623-X. | DATE

Organization
- A TRP, 1/16TH CAV REGT

E-mail Address
- Must be either a .mil account
- Must use entire e-mail account

- All grade entries will be the current (as of the "Thru" date). Rating officials who have been frocked to a higher grade and are serving in an authorized position for which he or she has been frocked will enter the frocked grade. - For rating officials who are members of other services, in addition to their rank, enter their branch of service (that is, USN, USAF, USMC). For example, a U.S. Navy Captain would be entered as CAPT in the rank block and USN in the branch block. Civil service raters will enter the pay grade GS (number). Members of the Senior Executive Service, "SES" will be entered in lieu of a grade.

Part II – Authentication (Cont.)



PART II - AUTHENTICATION

a.		23-45-6789		DATE
		DUTY ASSIGNMENT: BN Commander	RATER'S AKO EMAIL ADDRESS (.gov or .mil): thomas.d.scott123@us.army.mil	
b.		34-56-7890		DATE
RANK: GS-15	PMOSC/BRANCH	ORGANIZATION: Army Contracting Agency	DUTY ASSIGNMENT: Acting Director	SENIOR RATER'S AKO EMAIL ADDRESS (.gov or .mil): bill.jones100@us.army.mil
c. NAME OF REVIEWER (Last, First, Middle initial): SMITH, VIRGINIA		SSN: 456-78-9123		DATE
RANK: COL	PMOSC/BRANCH: AG	ORGANIZATION: Army Contracting Agency	DUTY ASSIGNMENT: BDE Commander	REVIEWER'S AKO EMAIL ADDRESS (.gov or .mil): virginia.smith58@us.army.mil
d. X CONCUR WITH RATER AND SENIOR RATER EVALUATIONS			NONCONCUR WITH RATER AND/OR SENIOR RATER EVAL (See attached comments)	
e. RATED NCO: I understand my signature does not constitute agreement or disagreement with the evaluations of in Part I, the APFT and he appeals proce				DATE

Reviewer concur/non concur

- places a typewritten or hand written "X" in the appropriate box.
- Non concurrence enclosure is mandatory

Rated NCOs Signature Verifies the Following

-the rated NCO seen the complete report
- correct administrative data
-Proper rating officials
-Accurate duty description
-Counseling dates
-APFT & Height/Weight entries are correct

Note:

Rated NCOs signature does not constitute agreement or disagreement with the evaluations of the Rater and/or Senior Rater.

Part III – Duty Description

- Part III provides for the duty description of the rated NCO
- It is the responsibility of the rating officials to ensure duty descriptions are factually correct
- Is an outline of the normal requirements of the specific duty position
- Should show type of work required rather than frequently changing tasks
- Used during first counseling session to tell the rated NCO what the duties are and what needs to be emphasized
- May be updated during rating period
- Used at the end of rating period to record what was important about the duties

Part III – Duty Description

Principal Duty Title

-Enter principal duty title
- matched with unit force structure document (MTOE)

PART III - DUTY DESCRIPTION *(Rater)*

a. PRINCIPAL DUTY TITLE Contracting Command NCOIC | b. DUTY MOSC 92Y50G1

c. DAILY DUTIES AND SCOPE *(To include, as appropriate, people, equipment, facilities and dollars)*

(SEE DA PAM 623-3, PARA 3-6)

d. AREAS OF SPECIAL EMPHASIS

e. APPOINTED DUTIES

(SEE DA PAM 623-3, PARA 3-6)

f. CO

Duty MOSC

-Enter Duty MOS (five/seven/nine)
-In cases where the rated NCO is filling an officer position,
enter enlisted MOS that best matches the officer position

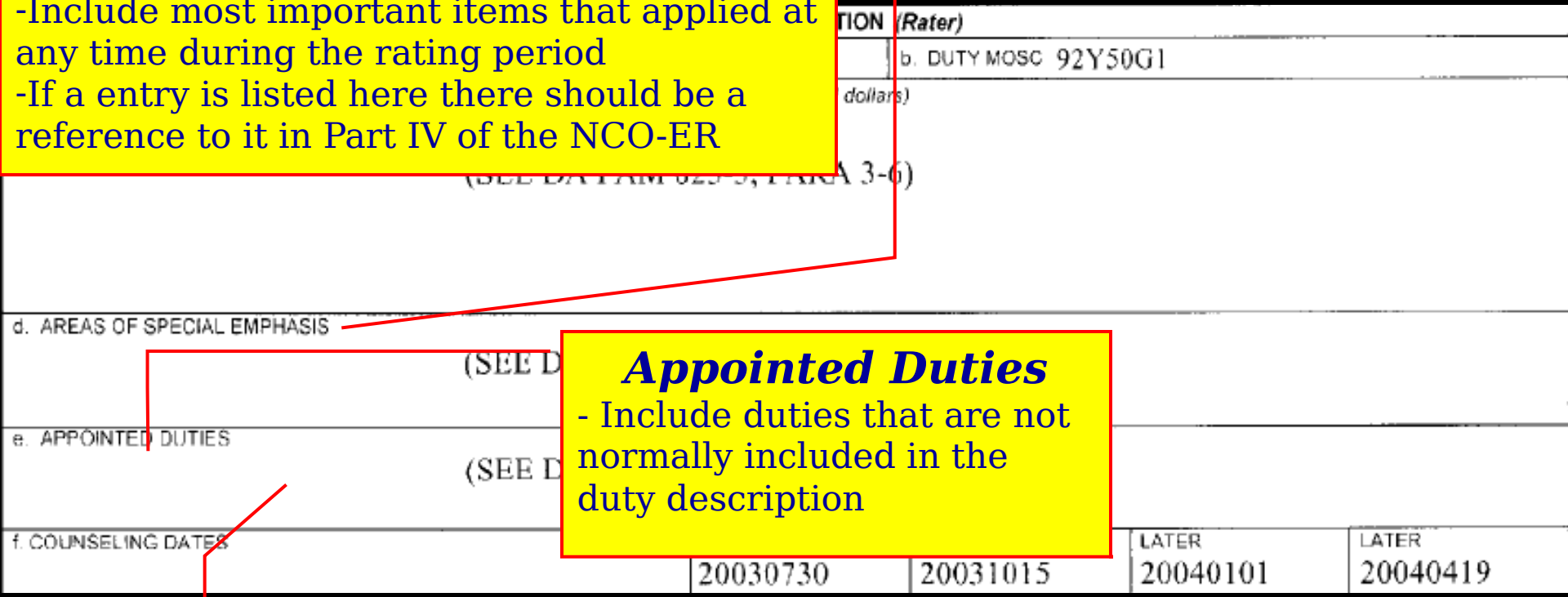
Daily Duties and Scope

-Must include a series of phrases, starting with ***action words*** and separated by semicolons
-should address the most important routine duties and responsibilities
-Include the number of people supervised, equipment, facilities, and dollars involved and any other routine duties and responsibilities critical to mission accomplishment

Part III – Duty Description

Areas of Special Emphasis

-Must include a list of tasks/duties separated by semicolons
-Most likely to change during rating period
-Include most important items that applied at any time during the rating period
-If a entry is listed here there should be a reference to it in Part IV of the NCO-ER



Appointed Duties

- Include duties that are not normally included in the duty description

Counseling Dates

-enter the actual dates of the counseling obtained from DA Form 2166-8-1 (YYYYMMDD)
-absence of counseling will not be used as basis for an appeal

Part IV – Army Values/Noncommissioned Responsibilities

- Army Values/NCO Responsibilities is completed by the rater, including the APFT performance entry and the height/weight entry in Part IVc
- Part IVa contains a listing of army values that define professionalism for the Army NCO
- Army Values are needed to maintain public trust and confidence as well as the qualities of leadership and management needed to maintain an effective NCO Corps

Part IV – Army Values/Attributes/Skills/Actions

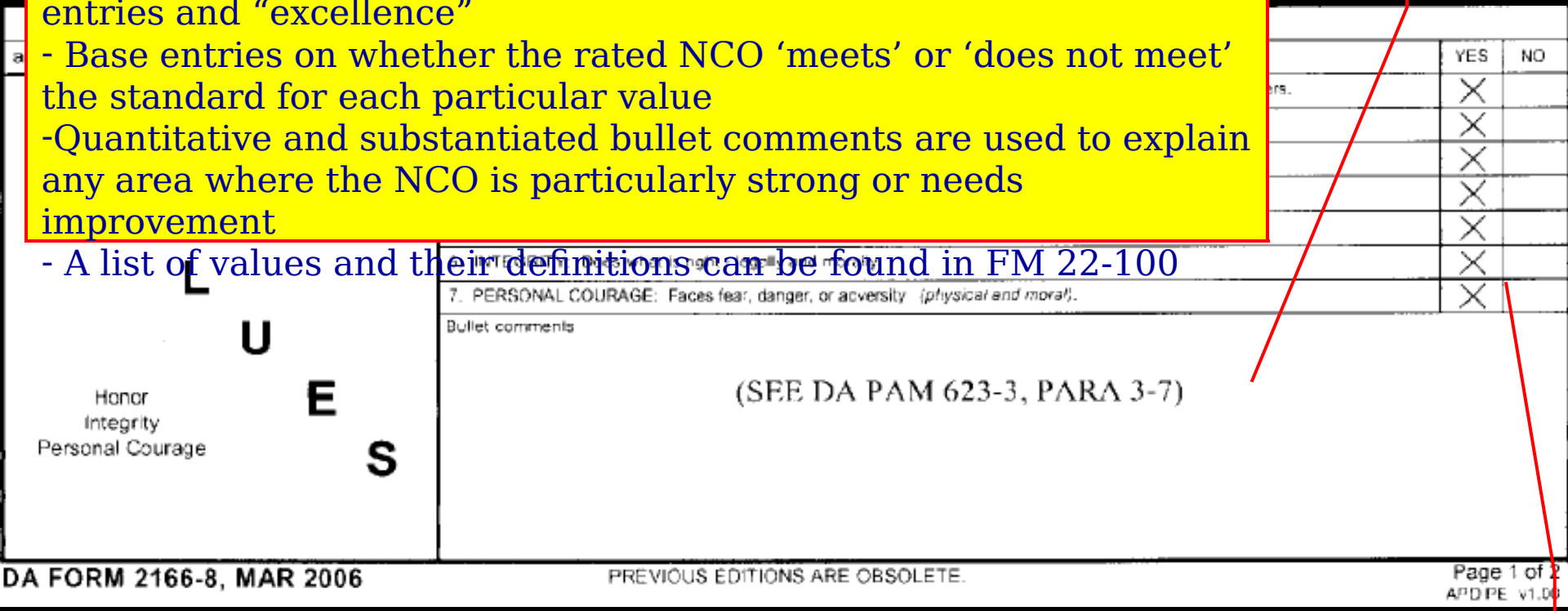
Bullet Comments

-Mandatory specific bullet comments are required for all ‘no’ entries and “excellence”

- Base entries on whether the rated NCO ‘meets’ or ‘does not meet’ the standard for each particular value

-Quantitative and substantiated bullet comments are used to explain any area where the NCO is particularly strong or needs improvement

- A list of values and their definitions can be found in FM 22-100



Army Values

-Rater will check either a ‘yes’ or ‘no’ (checks must all be consistent, typewritten, or computer entered)

Narrative rules for Part IV Bullet Comments

- Be short, concise, to the point
- “S” in Soldier is always capitalized as well as “F” Family
- General rule of thumb for numbers…If ten or less write it out.. If more than ten use the number (e.g. nine is entered nine, ten is 10
- Be no longer than two lines, preferably one, and no more than one bullet to a line
- Start with action words (verb) or possessive pronouns (his or her), preferably verbs
- Personal pronouns (he or she) may be used
- Use past tense when addressing NCOs performance and/or contributions
- Double spaced between bullets
- Preceded by a small letter ‘o’ to designate the start of the comment
- Each bullet must start with a lower case letter unless it’s a proper noun that is usually capitalized and no punctuation at end
- Specific example can only be used once; therefore, the rater must decide under which responsibility the bullet fits best

Narrative rules for Part IV Bullet Comments (Cont.)

- second line of a bullet start under the “o” of the first line as long as they are consistent
- excellence or needs improvement ratings require mandatory bullets to justify rating
- first bullet in each rating should be the strongest
- hand written comments, underlining, italics, and excess use of capital letters cannot be used in bullets
- quantify (avoid generalities), show impact, etc.

Part IV – Army Values/Attributes/Skills/Actions (IVb-f Values/Responsibilities)

EXCELLENCE

- Exceeds standards; demonstrated by specific examples and measurable results; special and unusual; achieved only by a few; clearly better than others

EXAMPLES

- received physical fitness badge
- qualified entire squad as expert with M-16 and M-60
- awarded the Expert Infantry Badge

Part IV – Army Values/Attributes/Skills/Actions (IVb-f Values/Responsibilities)

SUCCESS

- Meets all standards. Majority of ratings are in this category; fully competitive for schooling and promotion. The goal of counseling is to bring all NCOs to this level.

EXAMPLES

- shares experiences readily, constantly teaches Soldiers
- Constantly seeking to improve, completed three sub courses during rating period
- Coached and played on company softball team

Part IV – Army Values/Attributes/Skills/Actions (IVb-f Values/Responsibilities)

NEEDS IMPROVEMENT

- Missed meeting some standard(s)

EXAMPLES

- Was often unaware of whereabouts of subordinates
- Had highest deadline rate in the company due to apathy
- Unprepared to conduct formal training on three occasions

Part IV – Army Values/Attributes/Skills/Actions

APFT

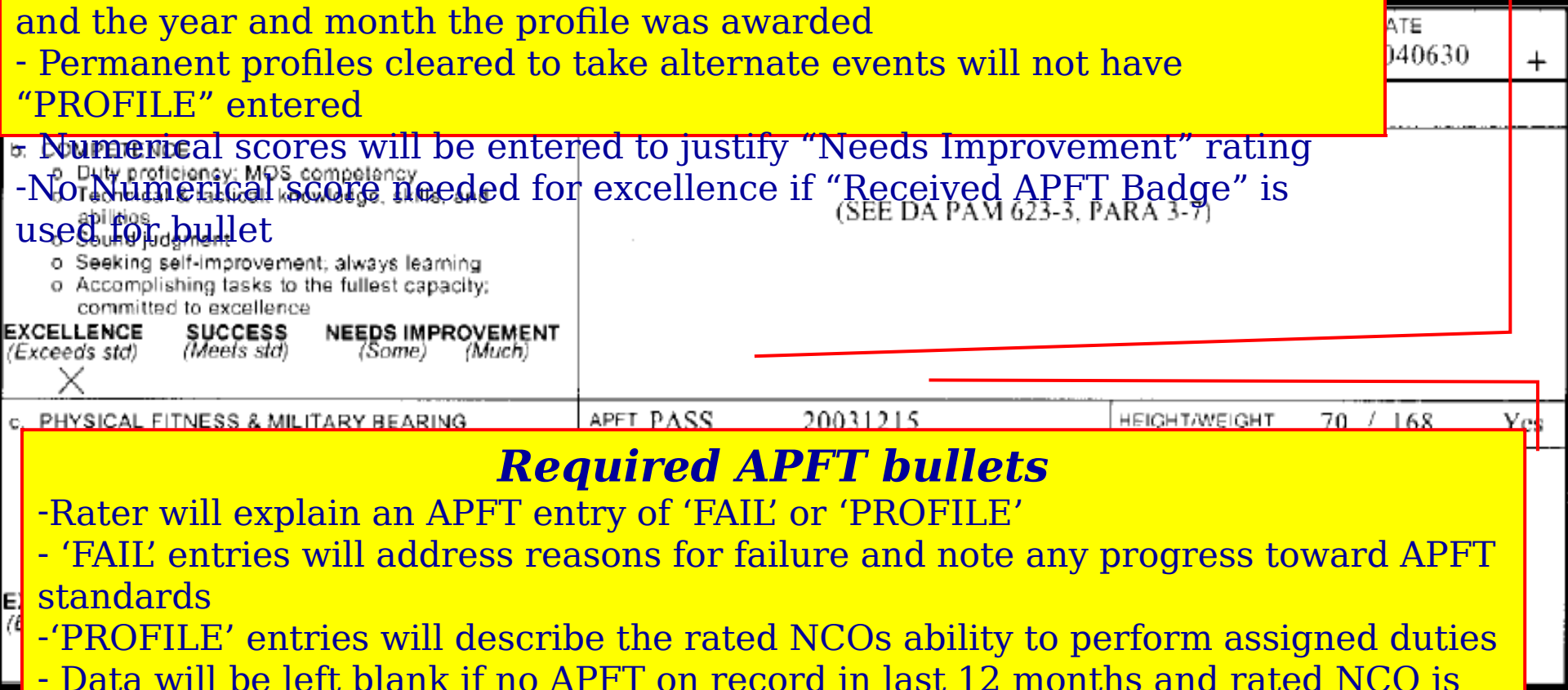
-Rater will enter either “PASS” or “FAIL” and the date (YYYYMMDD) of the APFT Results

-If APFT is not taken due to a profile, the entry “PROFILE” will be entered and the year and month the profile was awarded

- Permanent profiles cleared to take alternate events will not have “PROFILE” entered

- Numerical scores will be entered to justify “Needs Improvement” rating

-No Numerical score needed for excellence if “Received APFT Badge” is used for bullet


ATE
040630
+
o Duty proficiency; MOS competency
o Seeking self-improvement; always learning
o Accomplishing tasks to the fullest capacity; committed to excellence
EXCELLENCE (Exceeds std)
SUCCESS (Meets std)
NEEDS IMPROVEMENT (Some) (Much)
(SEE DA PAM 623-3, PARA 3-7)
c. PHYSICAL FITNESS & MILITARY BEARING
APFT PASS 20031215
HEIGHT/WEIGHT 70 / 168 Yes

Required APFT bullets

-Rater will explain an APFT entry of ‘FAIL’ or ‘PROFILE’

- ‘FAIL’ entries will address reasons for failure and note any progress toward APFT standards

-‘PROFILE’ entries will describe the rated NCOs ability to perform assigned duties

- Data will be left blank if no APFT on record in last 12 months and rated NCO is not on profile and rater will explain absence of test

- APFT entry is not required for Soldiers over 60 years old and pregnant NCO’s who are exempt from the APFT in accordance with AR 40-501

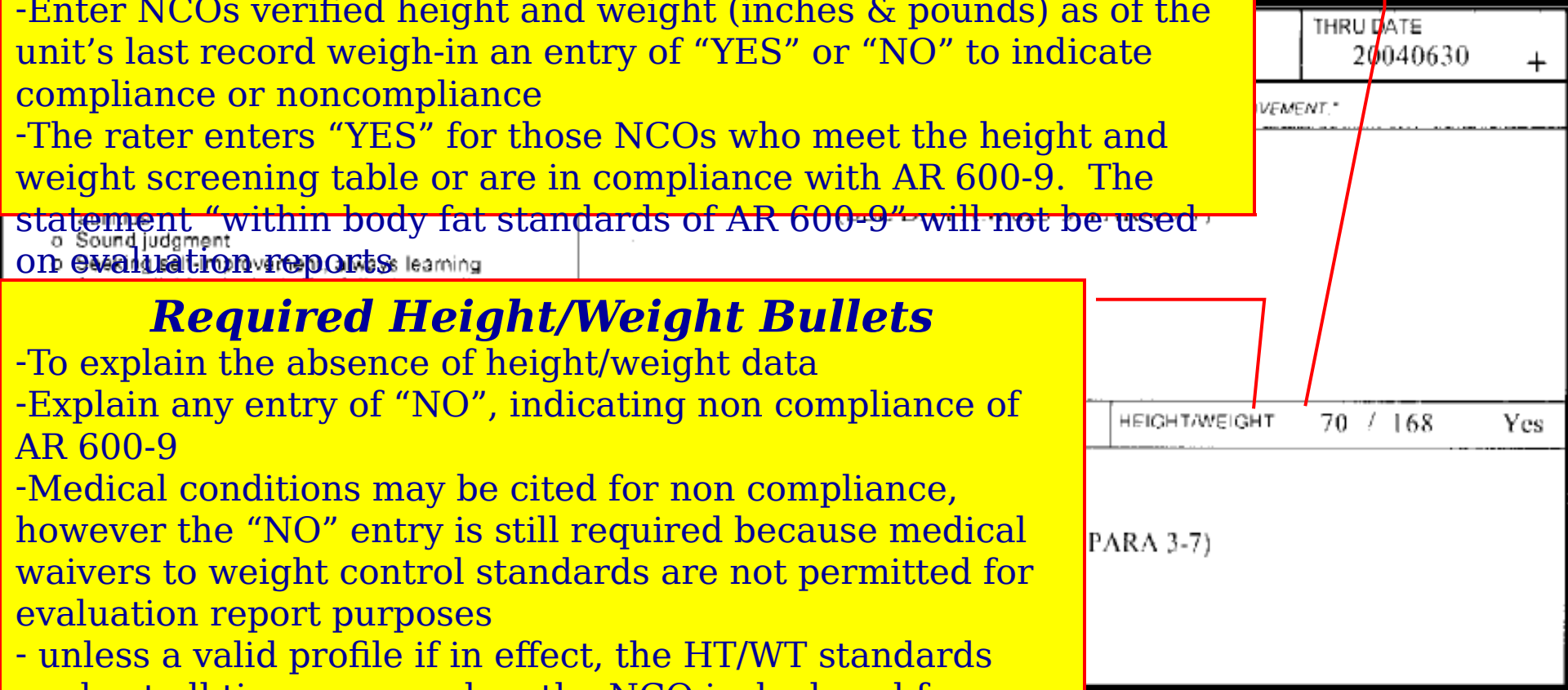
-Soldiers who meet Army standards but not Unit standards will not be given a

Part IV – Army Values/Attributes/Skills/Actions

Height/Weight

-Enter NCOs verified height and weight (inches & pounds) as of the unit's last record weigh-in an entry of "YES" or "NO" to indicate compliance or noncompliance

-The rater enters "YES" for those NCOs who meet the height and weight screening table or are in compliance with AR 600-9. The statement "within body fat standards of AR 600-9" will not be used on evaluation reports



Required Height/Weight Bullets

-To explain the absence of height/weight data

-Explain any entry of "NO", indicating non compliance of AR 600-9

-Medical conditions may be cited for non compliance, however the "NO" entry is still required because medical waivers to weight control standards are not permitted for evaluation report purposes

- unless a valid profile if in effect, the HT/WT standards apply at all times, even when the NCO is deployed for combat or contingency operations

-Pregnant NCOs, the entire entry is left blank. The rater will enter the following bullet in Part IVc: "exempt from weight control standards of AR 600-9"

-Rating officials will not use the term pregnant, or refer to

RATED NCO'S NAME *(Last, First, Middle Initial)*

SSN 567-12-5678

THRU DATE 3 2003 04

PART IV *(Rater)* - VALUES/NCO RESPONSIBILITIES

Specific Bullet examples of "EXCELLENCE" or "NEEDS IMPROVEMENT" are mandatory.
Specific Bullet examples of "SUCCESS" are optional.

b. COMPETENCE
- o Duty proficiency; MOS competency
- o Technical & tactical; knowledge, skills, and abilities
- o Sound judgment
- o Seeking self-improvement; always learning
- o Accomplishing tasks to the fullest capacity; committed to excellence

EXCELLENCE *(Exceeds std)*	SUCCESS *(Meets std)*	NEEDS IMPROVEMENT *(Some)*	*(Much)*
☐	☒	☐	☐

c. PHYSICAL FITNESS & MILITARY BEARING
- o Mental and physical toughness
- o Endurance and stamina to go the distance
- o Displaying confidence and enthusiasm; looks like a soldier

APFT

HEIGHT/WEIGHT

EXCELLENCE *(Exceeds std)*	SUCCESS *(Meets std)*	NEEDS IMPROVE *(Some)*	*(Mu*
☐	☐	☐	☐

d. LEADERSHIP
- o Mission first
- o Genuine concern for soldiers
- o Instilling the spirit to achieve and win
- o Setting the example; Be, Know, Do

EXCELLENCE *(Exceeds std)*	SUCCESS *(Meets std)*	NEEDS IMPROVEMENT *(Some)*	*(Much)*
☐	☐	☐	☐

Computer Generated, "X"

Remember: Bullets must justify Excellence and Needs Improvement (some/much) ratings

BULLET EXAMPLES - RATER

o received 100 percent rating from the command inspection program (excellence)

o completed 25 semester hours of college with a 3.50 GPA (success)

o awarded the physical fitness badge (excellence)

o developed the unit's physical fitness training program resulting in the unit's average being increased by 15 points (success)

o exhibited super confidence and infectious enthusiasm with every task without regard to difficulty (success)

o mentored one soldier to win division soldier of the year and two to win battalion soldier of the year (excellence)

o ensured soldiers were proficient and training in CTT and weapons qualification (success)

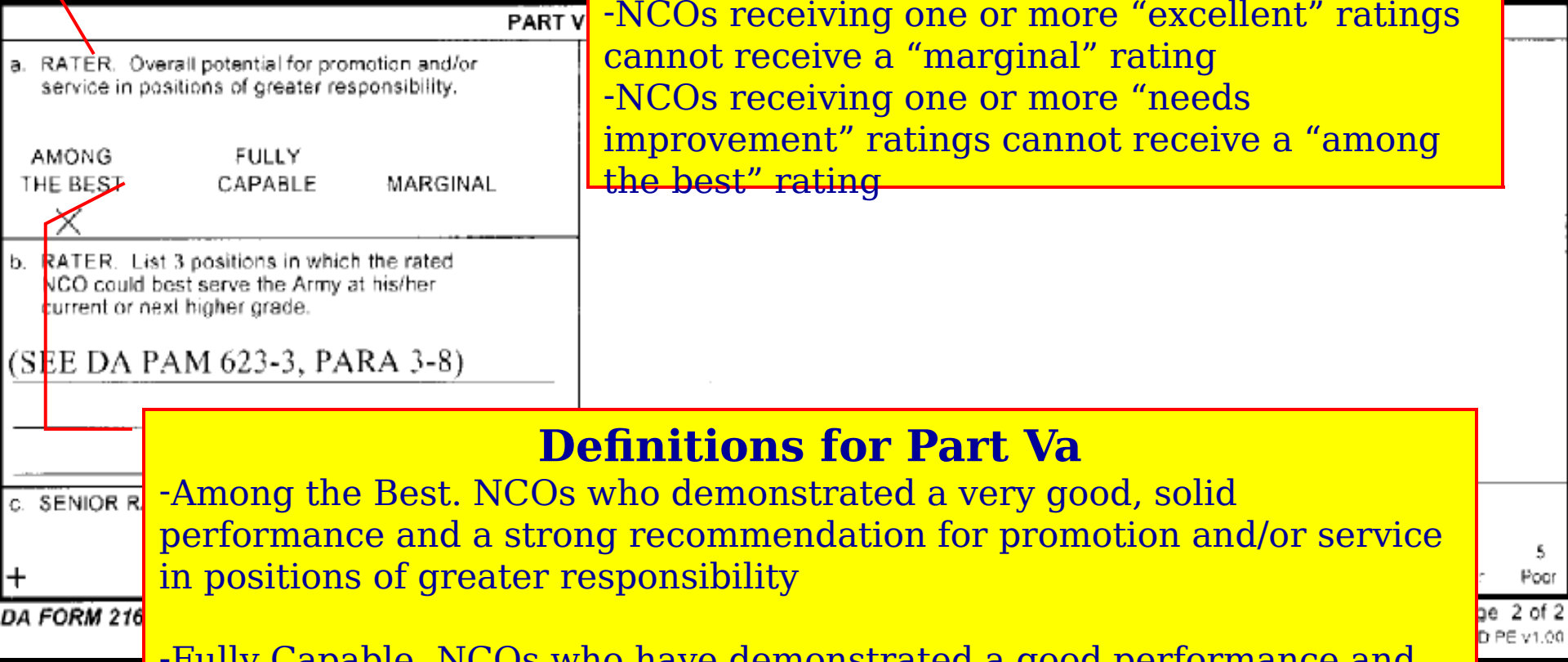
o missed suspense requirements, submitted 3 of 7 late NCO-ERs (needs improvement)

o completed 60 hours of military correspondence courses during rated period (success)

o awarded the Technician of the Year award (excellence)

o failed to meet APFT standards for the two-mile run and sit-ups with a score of 148 (needs improvement)

Part V – Overall Performance and Potential



PART V

a. RATER. Overall potential for promotion and/or service in positions of greater responsibility.

AMONG THE BEST	FULLY CAPABLE	MARGINAL
X		

b. RATER. List 3 positions in which the rated NCO could best serve the Army at his/her current or next higher grade.

(SEE DA PAM 623-3, PARA 3-8)

c. SENIOR R

+

5
Poor

DA FORM 216

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D PE v1.00

Overall potential

-Rater places a computer generated, "X" in the appropriate box

-NCOs receiving one or more "excellent" ratings cannot receive a "marginal" rating

-NCOs receiving one or more "needs improvement" ratings cannot receive a "among the best" rating

Definitions for Part Va

-Among the Best. NCOs who demonstrated a very good, solid performance and a strong recommendation for promotion and/or service in positions of greater responsibility

-Fully Capable. NCOs who have demonstrated a good performance and strong recommendation for promotion should sufficient allocations are available

- Marginal. NCOs who demonstrated poor performance and should not be promoted at this time

Part V – Overall Performance and Potential

Rater

-Rater lists up to 3 (at least 2) different future duty positions in which the rated NCO could best serve the Army

-If NCO is being reduced, rater may enter duty positions of lower grade

Senior Rater – Overall performance and Potential

- Senior rater evaluates overall performance by placing a "X" in the appropriate box

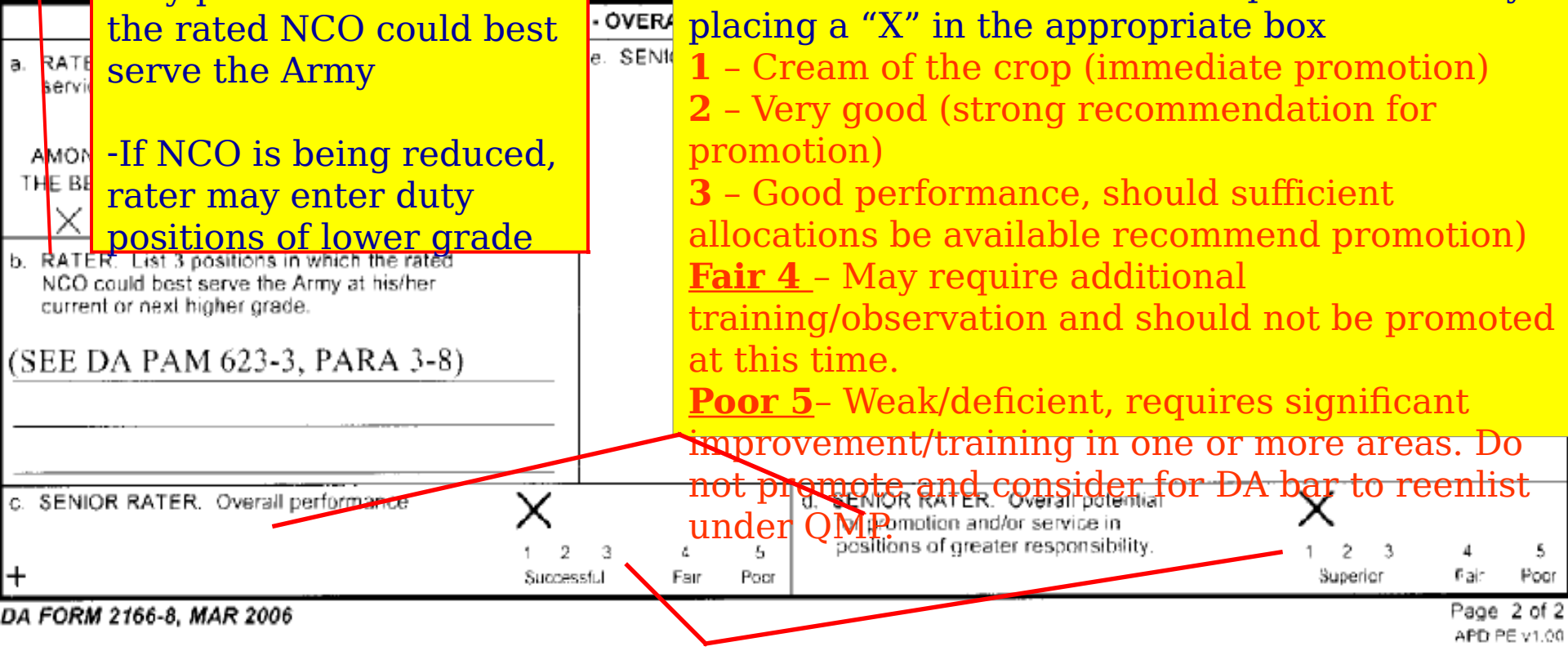
1 – Cream of the crop (immediate promotion)

2 – Very good (strong recommendation for promotion)

3 – Good performance, should sufficient allocations be available recommend promotion)

Fair 4 – May require additional training/observation and should not be promoted at this time.

Poor 5– Weak/deficient, requires significant improvement/training in one or more areas. Do not promote and consider for DA bar to reenlist under QMP.


b. RATER. List 3 positions in which the rated NCO could best serve the Army at his/her current or next higher grade.
(SEE DA PAM 623-3, PARA 3-8)
c. SENIOR RATER. Overall performance
1 2 3 4 5
Successful Fair Poor
d. SENIOR RATER. Overall potential for promotion and/or service in positions of greater responsibility.
1 2 3 4 5
Superior Fair Poor
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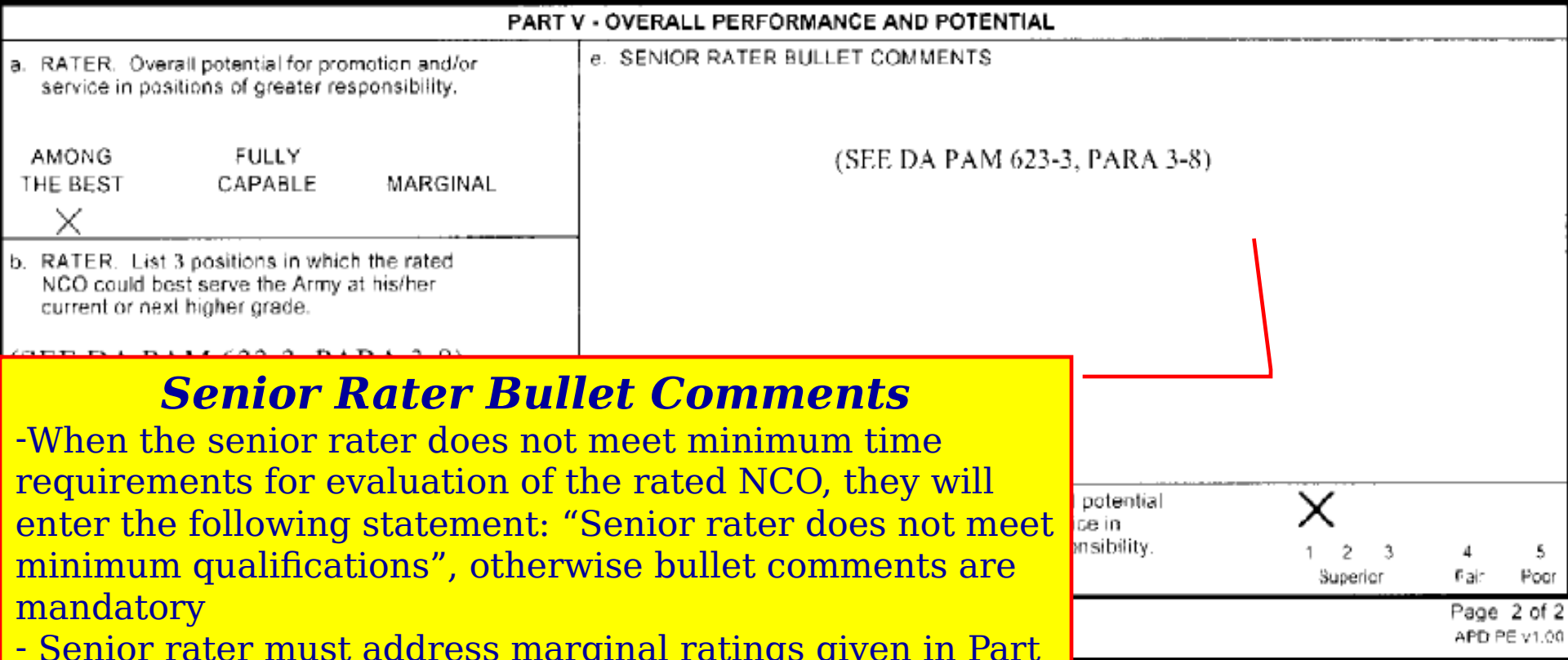
Note:

There is no specific box mark ratings required of the senior rater based on box

Part V – Overall Performance and Potential



PART V - OVERALL PERFORMANCE AND POTENTIAL

a. RATER. Overall potential for promotion and/or service in positions of greater responsibility.

AMONG THE BEST | FULLY CAPABLE | MARGINAL

X

b. RATER. List 3 positions in which the rated NCO could best serve the Army at his/her current or next higher grade.

e. SENIOR RATER BULLET COMMENTS

(SEE DA PAM 623-3, PARA 3-8)

potential
ce in
nsibility.

X

1 2 3 4 5
Superior Fair Poor

Page 2 of 2
APD PE v1.00

Senior Rater Bullet Comments

-When the senior rater does not meet minimum time requirements for evaluation of the rated NCO, they will enter the following statement: “Senior rater does not meet minimum qualifications”, otherwise bullet comments are mandatory

- Senior rater must address marginal ratings given in Part Va and fair or poor ratings in Part Vc

-First bullet should focus on promotion

-Second bullet should focus on school

-Third bullet focuses on potential

Senior rater ***must*** make bullet comments on potential and performance

BULLET EXAMPLES – SENIOR RATER

- promote to SFC immediately
- an exceptionally talented and gifted NCO who consistently produced superb results, a must select for promotion
- models, mentors, and motivates soldiers to emulate Army values
- capitalize on his leadership abilities and select for Drill Sergeant
- send to ANCOC and assign as a trainer of soldiers
- promote first time eligible in the secondary zone
- unlimited potential, promote now, sent to 1SG's course and assign as a 1SG
- his demonstrated competence and potential deserves immediate promotion to MSG
- would be an invaluable asset on any Battalion Staff

Summary

- **Ensure reports are accurate and fair**
- **No gaps in reporting periods**
- **AKO account email addresses are NOW mandatory on DA 2166-8**
- **Senior Rater indicates *potential and performance***
- ***Quantify* bullet comments**
- **Bullets are to be past tense (rating is for PAST performance)**
- **Consistency (I.e. all bullets lined-up either under the small "o" or the first letter, etc.)**
- ***Avoid generalities*, begin bullets with *action verbs***
- **Single report should not determine NCOs career**
- **Rating chains must be practicable**
- **Understand YOUR role (Rater, Senior Rater, Reviewer)**

For details refer to: Army Regulation 623-3